

	<b>Policies &amp; Procedures</b> <b>Tri-Town Emergency Medical Service</b>			
	<i>Title:</i> <b>Uniform Policy</b>			
	<i>Policy No.</i> TBD	<i>Original Adoption Date</i>	<i>Revision – No. &amp; Dates</i>	<i>Page No.</i> Page 1 of 5

## Section 1.0: Purpose

The purpose of this policy is to establish a uniform apparel standard for employees of Tri-Town Emergency Medical Service (hereafter “the Service”)

## Section 2.0: Organization Affected

All employees of Tri-Town EMS

## Section 3.0: Definitions

**3.1 “Uniform Items”** Shall be any article of clothing and outerwear of which the service mandates to be worn while an employee is on shift.

**3.2 “Optional Uniform Items”** Shall be any article of clothing and outerwear that is allowed by the service to be worn by an employee, while on shift and on EMS Calls. Optional Uniform Items are not supplied by the service nor will be replaced for any reason by the service.

**3.3 “Out of Uniform”** Shall refer to On-Duty Employee who is not in the prescribed uniform of the Service.

**3.4 “Service Logo”** refers to any logo adopted by the service’s Board of Directors that is representative of the service and shall include any similar variances of adopted logos to include the service’s name.

## Section 4.0: Policy

### 4.1 Service Prescribed Uniform for Field Staff.

- a. Field Staff of Tri-Town EMS shall wear the following uniform items when On-Duty with the Service:
  - i. Dark Navy Blue Polo Shirt with the service logo on the left chest.
  - ii. Dark Navy Blue or Black Pants suitable for EMS as approved by the service’s Director.
  - iii. All black boots or all black shoes with black shoe laces.
- b. Field Staff of Tri-Town EMS may wear the following uniform items when On-Duty with the service to maintain the employee’s level of comfort:
  - i. Dark Navy Blue Job (duty) Shirt with the service logo on the left chest and service patch on the right sleeve.

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- ii. Hi-Visibility Jacket, with service name on the back of the jacket and service patch on the right sleeve. (*refer to service policy on Hi-Visibility Vest & Jacket for more details*)
- iii. Service approved T-Shirt
- iv. Winter Hat with service logo on the front.
- v. Ball cap with service logo on the front.
- c. Service Provide Uniform Items:
  - i. Dark Navy Blue Polo Shirt.
    - 1.Full Time Employees: Issued 3 shirts
    - 2.Part Time / Per Diem Employees: Issued 1 shirt
  - ii. Service Approved T-Shirt
    - 1.Full Time Employees: Issued 2 shirts
    - 2.Part Time / Per Diem Employees: Issued 1 shirt
  - iii. Dark Navy Blue Job (duty) Shirt.
  - iv. Dark Navy Blue or Black EMS Pants.
    - 1.Full Time Employees: Issued 3 Pairs of Pants.
    - 2.Part Time / Per Diem Employees: Issued 1 Pair of Pants.
  - v. Hi-Visibility Jacket.
  - vi. Winter Hat

#### **4.2 Service Prescribed Uniform for Service Officers**

- a. Officers of Tri-Town EMS shall wear the following uniforms items when representing the service:
  - i. Khaki Polo Shirt with service logo on the left chest and the officer’s name and rank on the right chest.
  - ii. Khaki button down short sleeve shirt with the following:
    - 1.Service Rank Insignia on the Right Collar
    - 2.“TTEMS” Insignia on the Left Collar
    - 3.Service Badge on Left Chest
    - 4.Name Badge on Right Chest
    - 5.Service Patch on Right Sleeve
    - 6.Either National Registry License Patch OR 2<sup>nd</sup> Service Patch on Left Sleeve.
    - 7.Navy Blue or Black T-Shirt underneath Khaki button down shirt.
  - iii. Khaki button down long sleeve shirt with the following:
    - 1.Service Rank Insignia on the Right Collar

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2. “TTEMS” Insignia on the Left Collar
3. Service Badge on Left Chest
4. Name Badge on Right Chest
5. Service Patch on Right Sleeve
6. Either National Registry License Patch OR 2nd Service Patch on Left Sleeve.
7. Either a Dark Navy Blue/Black Tie OR Dark Navy Blue/Black Mock Turtle Neck with the service logo displayed shall be worn underneath the long sleeve uniform shirt.

- iv. Dark Navy Blue or Black EMS Pants with Khaki belt with brass belt buckle
- v. All officer specific uniform items shall be provided by the service to service officers.
- vi. Short sleeve button down uniform shirts shall be worn between the months of April and September.
- vii. Long sleeve button down uniform shirts shall be worn between the months of November and February.
- viii. Transition months where either uniform shirt may be worn are the month of March and the month of October.
- ix. Officer’s button down uniform shirts may be worn when the service officer is on shift for the ambulance.
- x. Officers may request permission from the Director to wear Dark Navy Blue Uniform items when working on the ambulance.

#### 4.3 Optional Uniform Items

- a. All optional uniform items shall require prior approval by the service director prior to being worn by an on-duty employee.
- b. All optional uniform items must have the service name and/or logo displayed on the uniform item.
- c. Optional uniform items shall not violate any other service policy.
- d. Optional uniform items may include, but are not limited to the following:
  - i. Navy Blue Vest, with service logo on left chest, and with or without “PARAMEDIC”, “EMT” or “EMS” patch or print on the back.
  - ii. Generic “EMS”, “EMT” or “Paramedic” ball cap.
  - iii. Hi-Visibility Jacket, that meets all requirements set forth in the “*Hi-Visibility Vest & Jacket*” policy with the service name on the jacket.
  - iv. Dark Navy Blue or Black fleece coat with the service logo on the left chest.

 <p><b>TRI-TOWN</b> 1979 EMERGENCY Medical Service <b>EMS</b></p>	<b>Policies &amp; Procedures</b> <b>Tri-Town Emergency Medical Service</b>			
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- e. Optional uniform items will not be supplied by the service nor will the item be replaced by service if soiled or damaged.

#### 4.4 General Uniform Requirements

- a. Uniforms items shall be free of damage and will be in a clean state at the start of the shift.
- b. Employees shall be responsible to notify a service officer when a uniform item is faded, damaged and generally in need of replacement.
- c. Employees shall be in uniform before the employee is considered on shift.
- d. Employees shall wear the polo shirt between the hours of 0800 and 2200 or when an employee comes in early for a day shift to relieve an off going employee. (i.e. when an employee comes in at 5am to relieve another employee, the on-coming employee shall be expected to be in the polo shirt when they assume the shift.)
- e. The use of T-Shirts may be authorized when the ambient temperature exceeds 85F or is forecasted to do so. The Director or their designee must authorize the use of T-Shirts.
- f. Employees may wear the job shirt in place of the polo shirt.
- g. Employees may wear ball caps that are not EMS related as long as the ball cap is not offensive or distracting. The service Director or their designee shall have final say on what is acceptable for a ball cap.
- h. No Visible Tattoos
- i. Only one studded earring per ear is allowed.
- j. Necklaces, bracelets, rings and other jewelry must be kept to a minimum and shall be non-offensive and must not interfere with an employee's jobs functions.
- k. No other visible body piercing shall be allowed.
- l. Employees shall employ good personal hygiene, hair neatly groomed, males shall be freshly shaven and any facial hair must be neatly kept.
- m. Modest use of make-up.
- n. Perfumes and cologne shall be prohibited as well as aftershave and body sprays that give off an odor.
- o. The Director may approve alternate uniform items for a day or specified period of time when a valid reason exists.
- p. Employees who are considered out of uniform or do not meet the service's hygiene standards shall be sent home to rectify the violation and will not be paid for the time away from the service. In addition to time off, the employee shall be subject to additional disciplinary action.
- q. Employees who have a valid reason for being out of uniform shall have no disciplinary action taken against them.

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- r. Upon an employee’s separation from the service, the employee shall be responsible for laundering and returning all issued uniform items back to the service.
- s. Employees shall be prohibited from wearing any uniform item, optional uniform item, or any article of clothing displaying the service logo when not on-duty except when traveling to or from the service for employment purposes or when given permission to do so by the service Director of their designee.
- t. Employees shall be prohibited from wearing any uniform items or other article of clothing which displays the service logo while consuming or purchasing alcohol.

**Section 5.0: Implementation**

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to all employees and at such other times as may be necessary.

**Section 6.0: Signatures**

	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b><u>Policy Prepared By:</u></b> Christopher Gamache	Agency Director		
<b><u>Board of Directors:</u></b> Shaun Mulholland	Chairman of the Board		

**Section 7.0: Policy & Procedure Revision History**

	<b>Section</b>	<b>Changes Made</b>	<b>Approvals</b>	
			<b>By</b>	<b>Date</b>
Original Adoption				
Amendment				
Amendment				
Amendment				